



# State of Utah

DEPARTMENT OF COMMERCE

Division of Corporations & Commercial Code

## *How to file a Resignation*

**This guide-sheet is not intended to substitute nor replace the advice of legal counsel.** You may use the information provided on this guide sheet to produce your letter of resignation, **for Officers, Registered Agents, and Directors.** There is no charge for resigning from these positions. The effective date is when the letter of resignation is received by the Division of Corporations and Commercial Code ("Division.")

**All items, one (1) through seven, (7) must be included in the body of the letter of resignation.**

1. Correct name of the business,
2. Address of the business,
3. Name of the individual resigning,
4. Address of the individual resigning,
5. Position(s) that they hold within the business,
6. Statement notifying the Division of Corporations that they are resigning from the position,
7. Signature of individual resigning.

Along with the seven, (7) items listed above a Profit & Nonprofit Corporation must also include, **if Registered Agent is resigning** (U.C.A. Section (Profit)16-10a-503 & (Nonprofit)16-6a-503):

- statement declaring that notice of resignation has been given to the corporation at the principal office.

Along with the seven, (7) items listed above a **Limited Liability Company** must also include, **if Registered Agent is resigning** (U.C.A. Section 48-2c-302):

- declaration that notice of resignation has been given to the company;
- an original and one copy of a signed written notice of resignation.

**WHEN REPLACING THE REGISTERED AGENT OR ANY PRINCIPAL POSITIONS A REGISTRATION INFORMATION CHANGE FORM MUST BE SUBMITTED WITH APPROPRIATE PROCESSING FEE.**

**Note:** In the case where an individual is deceased, the Division requires a statement acknowledging the fact, for example, a copy of the Death Certificate of the deceased, plus a letter from an officer requesting the resignation. The letter must be signed by the officer.

**Where to file:** You may file in person, by Mail, or Fax.

**FREE! You may visit our Web Site for this document and to access other information.**

**Mail In:** PO Box 146705  
Salt Lake City, UT 84114-6705  
**Walk In:** 160 East 300 South, Main Floor  
**Information Center:** (801) 530-4849  
**Toll Free:** (877) 526-3994 (within Utah)  
**Fax:** (801) 530-6438  
**Web Site:** <http://www.commerce.utah.gov>